

NDE Inclement Weather Policy

Effective 7/1/13



Agencies and departments of the State of Nebraska have a statutory responsibility (§81-113) to be open for the transaction of business from at least 8 a.m. to 5 p.m. Monday through Friday, even during inclement weather. However, your safety and welfare is our utmost concern. Therefore, you need to determine the condition of your vehicle, the immediate road conditions, and your ability to drive to work safely during adverse weather conditions.

Employees located in offices owned or operated by the state. Historically, these offices don't close for inclement weather. If state offices remain open during inclement weather, you are expected to make a reasonable effort to report to work or make alternative arrangements for work with your supervisor. If you choose not to report to work because of severe weather you must notify your immediate supervisor. Employees who choose not to work during adverse weather conditions must use accrued vacation leave, earned compensatory time, or leave without pay (as a last resort). Alternatively, the Leadership Council Member (LCM), or immediate supervisor if authorized by the LCM, may grant permission to both exempt and nonexempt employees to make up missed work hours *within the same work week*. See §15.8B of the [bargaining agreement](#) (p. 38) and Ch. 9, §009.02 of the [NDE Personnel Rules](#) (p. 32) for more information.

Employees located in a building not owned or operated by the state.

When state offices, located in a building not owned or operated by the state, are closed by other than state officials due to inclement weather or other local work-related emergencies, employees have the following options, subject to advance approval by their immediate supervisor:

(1) report to work at a pre-arranged alternate worksite; (2) telecommute from home if practicable due to the nature of the work as determined by the Leadership Council Member; (3) use accrued vacation leave, earned compensatory time, or leave without pay (as a last resort); (4) make up the missed work time within the same work week; and (5) absent the ability to exercise any of the above options, employees may be placed on ready to work status. See §15.8A of the [bargaining agreement](#) (p. 38) and Ch. 9, §009.01 of the [NDE Personnel Rules](#) (p. 32) for more information.



Making up work time. Missed work time must be made up within the work week (12:01 a.m. Sunday through 12:00 midnight the following Saturday). Include a notation in the comment box on your time sheet (e.g., Absent from 8-10 a.m. on 12/8 because of severe weather. Made up the time on 12/9 from 5-6 p.m. & 12/10 from 5-6 p.m.).

If you have questions about emergency weather procedures, please consult your supervisor.